

Aventuras at ISLA

Email: aventuras@isla-academy.org

Phone: 952-746-6020 ext. 134

Mission:

Aventuras at ISLA is a K-6 Spanish immersion community, empowers the whole child by nurturing the development of personal growth, strong character, academic excellence, and global vision.

Aventuras will:

- Provide students with opportunities to practice positive social skills and build friendships.
- Provide a safe and inclusive environment.
- Provide students with an opportunity to participate in recreational activities including indoor/outdoor play, art, music and academic support.
- Provide a welcoming, fun environment where children can feel good about attending.

Program and Hours of Operation:

- *School Year Program:* runs Monday – Friday beginning the first day of school and finishing on the last day of school. Your schedule includes only the days school is in session.
 - Before Care: 7:00 am – 8:45 am
 - Late Start Care: 8:45 am – 10:45 am
 - After Care: 3:45 pm – 6:00 pm
- *Non School Days:* offered on most school release days from 7:30 am – 5:30 pm. These days are sent out in September and registration is first come first serve. Students must provide their own lunch on these days.

Behavior Expectations:

- Aventuras will follow the ISLA Discipline policy.
- At ISLA we want to be proud of our students because we know they will conduct themselves appropriately, showing pride in themselves and their school. Our staff has the goal of establishing an atmosphere throughout the school in which children feel safe, secure and happy with maximum opportunities to learn.
- Our positive approach to school-wide discipline:
 - Consistency with IBPYP Learner Profiles
 - Have simple rules
 - Build sense of community pride
 - Help students identify specific positive behaviors
 - Increase students' positive self-esteem
 - Generate a positive climate
- ISLA behavior guidelines are:
 - Work hard on the task or complete the activity assigned by your teacher. You are here to learn.
 - Respect the rights and property of others and yourself.
 - Belong and be responsible for your education and your actions.
 - A detailed copy of the school's discipline policy can be viewed in the school office or on our website.

Signing your child in and out:

- The safety of your child is important to ISLA. Because of this, we require that all students are signed in and out by an adult.

- Children will only go home with adults on their authorized to pick up page in the OnCare program. Please contact the office if someone else will be picking your child up. Please inform them that they will need to show a photo ID when they pick up.

Daily Plans:

- It is extremely important that the staff know if your child is not coming when scheduled. If your child is going to be absent from care, please email or call Aventuras at aventuras@isla-academy.org or (952) 746-6020 ext. 134.

Before School:

- Students must be escorted into ISLA and sign in by an adult. Do not just drop them off.
- Aventuras staff will introduce the activities for the day and provide a light snack before school.

After School:

- Students are picked up by the Aventuras team from their class room and will gather in the gym for a quick afternoon meeting or game.
- Aventuras staff will make sure that all students are checked in and accounted for before the busses leave.
- Aventuras staff will explain the choices available for students for the day and provide a snack for all students.
- Check out with be in the gym on the tablet. Please make sure to make contact with a staff member before taking your student.

Snacks:

- Aventuras is committed to providing children with healthy food choices.
- Our program is not peanut free, but we do work with the school nurse for ISLA to provide snacks that all students can enjoy.
- You can request a list of approved snacks by emailing Aventuras at aventuras@isla-academy.org

Outdoor Play:

- Weather permitting, students will be outdoors as much as possible.
- Children will need appropriate clothing for outdoor play.
 - Winter: winter coat, snow pants, boots, a warm hat and mittens or gloves.
 - Tennis shoes are needed for indoor and outdoor play outside of winter.

Equipment, Games and Toys:

- Aventuras has a wide range of games, toys, books and equipment to use during care here at ISLA.
- Students are discouraged from bringing personal items from home.
- Aventuras is not responsible for personal items that become damaged or lost.
- Students are not allowed to use personal cell phones, tablets or computers. Students will be given time to work on computers as part of the free choice activity during the week.

School Closing Due to Weather:

- If the Hopkins Public School District closes or has a two hour late start due to weather, then Aventuras will be closed or have a two hour late start.
- Tune into your local TV station to see if we are closed or on a late start. We follow *Hopkins #270* closing information due to the utilization of their bussing services for ISLA students. ISLA will not be listed separately.
- Late start care due to weather will start at 9:00 am and run until 10:45 am.
- Early Dismissal: If school is let out early due to weather, Aventuras will not be open and students will return home via bus or parent pick up.

Illness:

- Aventuras will follow ISLA's Communicable Diseases policy on the ISLA website and the ISLA calendar.
- Children should be kept home if they have any of the following conditions:
- Vomiting or diarrhea within the last 24 hours
- 100 degree fever or higher before fever reducing medication is given.
- Students diagnosed with a bacterial infection such as strep throat, must be on antibiotics for 24 hours before returning to Aventuras.

If a child becomes ill at Aventuras:

- All efforts are made to make your child as comfortable as possible.
- The parent/guardian will be notified to pick up the child, if the student has a fever over 100 degrees or is extremely uncomfortable.
- If a parent/guardian is not available, your emergency contact person will be notified to pick up the student from Aventuras.
- If an emergency occurs, Aventuras will need to contact the EMC (911) before contacting the guardian/parent or other adult who is acting on the parent's behalf. My student(s) will be transported at my expense.

Billing:

Tuition:

- Aventuras only accepts electronic payments for tuition payments. These are made through the OnCare parent portal.
- All families will have a valid account that will be used exclusively for Aventuras with Oncare. If you have other care centers that use OnCare, You will need to provide a different email to be used for Aventuras.
- Tuition payments are due on the first day of the month after care has been provided.
- **Families are strongly encouraged to enroll in Tuition Auto Pay (TAP) to prevent late fee assessment.**
- Tuition is contract based and not attendance based. Credits will not be issued for absence, illness or a change in transportation. Only non-school and weather related days will be credited.

Late Payment Fee:

- If a payment is not received or is unable to be processed, a \$40.00 late fee will be added on the 5th business day after the 1st of the month.
- If payment is not received by the 10th day of the month your student(s) could be suspended from the program until payment is made. If your account is not paid in full during the week of the suspension, your student(s) enrollment with Aventuras could be discontinued.

Late Pick Up:

- We close promptly at 6:00 pm. If your child is signed out after 6:00 pm, according to the sign out device, there will be a \$10.00 fee plus \$1.00 per minute after the first 5 minutes.
- Recurrent late pick-ups may result in suspension or termination of enrollment.

Schedule Changes:

- We require a written one-week notice to cancel or change a schedule. Please do this by sending an email to aventuras@isla-academy.org requesting the change. Tuition will continue to be billed for one week from notice date. Each family will receive on schedule change at no charge per account. There is a \$15.00 schedule change fee for each change after the first request. Please note that your original schedule may not be available if you need to go back to it.

Vacation Credits:

- Vacation credit is given for a planned absence only. Each enrollee may receive one vacation credit per school year.
- To receive a vacation credit, parents/guardians must email Aventuras at aventuras@isla-academy.org , 2 weeks in advance of a planned absence.